



NAVAJO COUNTY

JOB DESCRIPTION

TITLE: Groundskeeping Foreman

FLSA: NE

SERVICE: Classified

REVISED: 6/1/05

Summary: Under general supervision, performs service work of routine difficulty in maintaining grounds and landscape; supervises inmates assisting with these functions; performs related work as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Supervises "Jail Trustees" grounds crew.
- Performs grounds maintenance, clean up; trims hedges and other vegetation to remove dead branches and to restore shaping.
- Coordinates landscaping plans; prepares specifications and cost estimates for landscaping; designs and implements landscape design for aesthetically pleasing grounds around County facilities; measures square footage and lengths for landscape design; secures attractive and appropriate rocks and plants to add to landscape of County grounds.
- Shapes the bedding areas by tilling, grading, raking, rolling and trenching for safe and attractive landscape.
- Maintains desert landscape through planting, seeding, weeding, pruning, rolling, feeding, and watering.
- Cleans drainage ditches for proper drainage, to maintain erosion, and for aesthetically appealing grounds.
- Installs and maintains irrigation systems. Installs sprinklers and irrigation systems including pipes and valves to allow for proper watering of landscape plants.
- Identifies and reports repair needs.
- Makes minor repairs.
- Sharpens blades and hoes; maintains garden equipment and supplies.
- Work outdoors under varying weather conditions.

Knowledge and Skills:

- Knowledge of procedures, materials and equipment used in landscaping.
- Knowledge of occupational hazards and required preventative measures.
- Knowledge of principles and practices of supervision.
- Skill in effectively communicating verbally and in writing
- Skill to establish and maintain effective working relationships with employees, other agencies and the public.
- Skill in planning, organizing and directing the work of others.

Minimum Qualifications:

High School Diploma or G.E.D.; AND three years experience in desert landscape maintenance and design.